

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	03	Title: Information Security
Document:	10	Title: Software Licensing and Intellectual Rights

## 1. STANDARD

All software use within ISD will be in compliance with their software license agreements, and all employees will be aware of these agreements and will comply.

### 1.1. Summary of Standard Changes

### 1.2. Purpose

To ensure that all licensed software is only used within bounds of its license agreement.

### 1.3. Scope

Applies to all software requiring software licenses, and the employees that use the software.

### 1.4. Responsibilities

### 1.5. Definitions and Abbreviations

### 1.6. Description of Standard

All computer programs owned by ISD will include copyright notices. The software will not be misused or copied. All ISD personnel will be trained in the proper use and handling of ISD software.

### 1.7. Implications

It is ISD's responsibility to train their employees in the proper use of all software, and what intellectual rights must be observed for all copyrighted software.

### 1.8. References

### 1.9. Attachments

## 2. PROTECTING SOFTWARE INTELLECTUAL RIGHTS PROCEDURES

### 2.1. Summary of Procedure Changes

### 2.2. Procedure Details

2.2.1. All software and documentation owned by ISD will include appropriate copyright notices.

2.2.2. Unless permission from the copyright owner is first obtained, making multiple copies or using more copies than are licensed is forbidden.

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2.2.3. All ISD license agreement will be reviewed periodically ensuring compliance levels.

2.2.4. When bundled systems are procured, the source will provide written evidence of the software licenses conveyed.

2.2.5. All software licenses will immediately be registered with the appropriate vendors after purchase.

2.2.6. All ISD personnel will be trained in the proper handling of software as it applies to licensing (copying, transferring, reporting of misuse or violation of agreements, etc.).

### 2.3. References

### 2.4. Attachments